

**Housing Finance Authority of Leon County
January 10, 2019
Meeting Minutes**

MEMBERS PRESENT: Mr. Andrew Gay, Treasurer
Dr. Jeffrey Sharkey, Secretary
Ms. Gail Milon
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Mr. Shington Lamy
Ms. Mitzi McGhin

COUNTY ATTORNEY: Mr. Dan Rigo
Ms. Emily Pepin

GUESTS PRESENT: Ms. Jaimie Ross, Florida Housing Coalition
Mr. Kody Glazer, Florida Housing Coalition
Ms. Patty Ketcham, Ketcham Realty
Ms. Carol Waugh, Ketcham Realty

Call to Order by Treasurer Gay

Without a quorum present, Treasurer Gay called the HFA meeting to order in Workshop mode at 12:01 P.M. He requested staff to discuss informational items on the agenda.

Agenda Item #4 Public Comment

There was no public comment.

Action Taken: No action taken

Agenda Item #6: Community Land Trust Presentation

Ms. Jaimie Ross made a presentation on Community Land Trusts, including how they work, how they provide permanent affordability, and how the HFA of Leon County might work with a CLT. The presentation was followed by questions from the Board and staff.

Action Taken: No action taken.

Agenda Item #1: Membership Roll Call

Ms. Milon and Dr. Sharkey arrived, and with a quorum present, Treasurer Gay called the meeting to order at 12:35 P.M. Staff called the Membership Roll and attending members were Treasurer Gay, Secretary Sharkey, Ms. Milon and Mr. Stucks. Chairman Lewis and Vice-Chair George notified staff within the required time period that they would not be attending the meeting, and were excused.

Agenda Item #2: Approval of the December 13, 2018, Agenda

Action Taken: Treasurer Gay called for a motion for approval of the January 10, 2019 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Secretary Sharkey. Motion passed unanimously.

Agenda Item #3: Approval of the December 13, 2018 Minutes

Action Taken: Treasurer Gay called for a motion for approval of the December 13, 2018 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Secretary Sharkey. Motion passed unanimously.

Agenda Items #5A-5C Financial Reports, Budget and Expenditure Approvals

Treasurer Gay presented the Financial Reports, including the December 31 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A & 5C Mr. Stucks motioned to accept the December 31, 2018 Financial Statement and approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Secretary Sharkey. Motion passed unanimously.

Action Taken: 5B No action taken.

Agenda Item #7A: Emergency Repair Program

Mr. Hendrickson updated the Board on the program.

Action Taken: Mr. Stucks asked that the printed version of the report from the County be distributed to the Board each quarter.

Agenda Item #7B Real Estate

Ms. McGhin reported that the Dykes Road property was scheduled to close this week, with a sales price of \$25,000. She reported that the net payment to the HFA should be over \$24,000 (sales price less cost of appraisal). Mr. Rigo stated that the agreement with Ketcham Realty to serve as the broker for the surplus properties had been finalized. He introduced Ms. Ketcham and Ms. Waugh. Mr. Rigo reported that a meeting would be set up with representatives of Ketcham Realty, the County and the HFA—to develop the strategy for selling the properties, and to reach agreement on the properties that warranted expenditures of funds as part of the sales process. Mr. Hendrickson stated that the process would also identify properties

that could be used as sites for affordable housing development—which might be donated or sold for that purpose. updated the Board on the potential sale of properties, including an update on the as-yet not finalized.

Action Taken: The Board requested that a full report on the contract and the operational plan for marketing the properties be presented to the HFA at the March meeting.

Agenda Item #7C **Legal Update**

Mr. Mustian had no update.

Action Taken: No Action Required.

Agenda Item #7D **To-Do List**

Mr. Hendrickson reported that the to-do list was in the Board Packet. .

Action Taken: No Action Required

Agenda Item #7E: **State Legislative Update**

Mr. Hendrickson updated the Board on the upcoming 2019 Legislative Session, the prospects for obtaining housing funding, and various materials that could be used to educate legislators. Dr. Sharkey discussed hurricane recovery funding for housing and a bill that proposed to create a state housing tax credit.

Action Taken: No action taken.

Agenda Item #8A: **New Business: 2019 HFA Meeting Calendar**

Mr. Hendrickson reported that the staff could work with the traditional 2nd Thursday of the month, and that consideration of moving the meeting to time later each month was not necessary.

Action Taken: Mr. Stucks motioned that the Board establish the 2nd Thursday of each month in 2019 except July as the meeting date for the HFA, and was 2nd by Secretary Sharkey. Motion passed unanimously.

Agenda Item # 8B: **2019 HFA Travel Approvals**

Mr. Hendrickson stated that the HFA needed to authorize any travel by Board members to conferences in 2019.

Action Taken: Mr. Stucks motioned that the Board authorize travel by one Board member to the 2019 NALHFA Conference and authorize travel by all Board members to the 2019 FLALHFA Conference and was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item # 9: Adjourment

On a motion by Mr. Stucks, 2nd by Secretary Sharkey, the Board voted unanimously to adjourn the meeting at 1:05 P.M.

 Tom Lewis, Chairman

 Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: JANUARY 10, 2019

| CHECK NUMBER | PAYMENT TO | PAYMENT FOR | Dates | AMOUNT |
|--------------|--------------------------------------|---------------------------|---------------------|--------------------|
| | The Hendrickson Company | Administrator | 12-15-18 to 1-14-19 | \$ 3,583.33 |
| | | | | |
| 1058 | The Hendrickson Company | Administrator | 1-10-19 | \$ 3,583.33 |
| | | | | |
| | The Hendrickson Company | Copying | | |
| | The Hendrickson Company | Copying | | \$ - |
| | | | | |
| | Nabors Giblin & Nickerson | Legal | 12-6-18 to 12-31-18 | \$ 990.70 |
| | | | | |
| 1059 | Nabors Giblin & Nickerson | Legal | 1-10-19 | \$ 990.70 |
| | | | | |
| | | | | |
| DEBIT CARD | PAYMENT TO | PAYMENT FOR | Dates | AMOUNT |
| | Jersey Mike's Subs | Operating Supplies: Lunch | 12/13/2018 | \$ 158.03 |
| | Office Depot | Copying | 1/2/2018 | \$ 43.70 |
| | Office Depot | Copying | 1/2/2018 | \$ 36.00 |